

City of Eureka, California

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Assistant Finance Director
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General Statement of Duties

Plans, administers, and directs specific operations of the Finance Department, including accounts payable and receivable, business licenses, cashier/collections, payroll, public transportation, purchasing, and utility billing; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to plan, administer, and direct specific operations of the Finance Department, including accounts payable and receivable, business licenses, cashier/collections, payroll, public transportation, purchasing, and utility billing. The work is performed under the supervision and direction of the Finance Director, but extensive leeway is granted for the exercise of independent judgment and initiative. Direct supervision is exercised over related Finance Department personnel. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with all others contacted in the course of work. The principal duties of this class are performed in a general office environment.

Examples of Essential Work (Illustrative Only)

- Plans, administers, and directs specific operations of the Finance Department, including accounts payable and receivable, business licenses, cashier/collections, payroll, public transportation, purchasing, and utility billing;
- Assigns, directs, and reviews the work of assigned personnel, including providing training, feedback, and direction, motivating employees, and conducting performance evaluations and disciplinary actions;
- Participates in policy implementation and development, including recommending and implementing changes in assigned systems and procedures, and coordinating with other departments on policy development as required;
- Participates in the development and monitoring of the Finance Department budget;
- Directs and manages City-wide expense requests and revenue receipting to ensure appropriate budgetary controls, including preparing deposits, monitoring and maintaining applicable sections of department budgets, reviewing and authorizing purchase orders and check requests, verifying

- account numbers and funds, auditing cash postings, and participating in preparation of Finance and other departmental annual budgets;
- Administers and directs the operations of City transit services and Dial-a-Ride/Lift program, including the coordination with contractors to procure various items and services, the preparation of applications for funding, the preparation of required Federal and State reports/statistical information, participation on related committees/boards, the resolution of complaints and inquiries from the public, compliance with and knowledge of related legislation, appropriate monitoring of budget, and the preparation/presentation of reports to the City Council;
 - Insures the preparation of complex accounting/statistical reports as necessary, such as quarterly and annual payroll, water and sewer usage, and other financial reports;
 - Assumes the related duties and responsibilities of the Finance Director in his/her absence, including addressing staff inquiries, signing documents, attending meetings, overseeing research projects, providing reports, presenting materials, and providing information and services to other entities;
 - Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
 - Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas;
 - Responds to questions and comments from the public, and resolves issues, in a courteous and timely manner;
 - Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
 - Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills, and Abilities

- Thorough knowledge of pertinent Federal, State, and local laws and regulations;
- Thorough knowledge of governmental financial functions;
- Thorough knowledge of financial information systems;
- Thorough knowledge of budgets and budget administration;
- Thorough knowledge of financial research and report preparation methods and techniques;
- Thorough knowledge of redevelopment law as it relates to finance;
- Thorough knowledge of employee supervision, training, motivation, performance evaluation, and discipline;
- Ability to plan, direct, and review work of assigned professional and support staff, including employee motivation, discipline, and performance evaluation;
- Ability to develop and implement financial system modifications;
- Ability to verify the accuracy of financial data and information;
- Ability to discern and resolve financial discrepancies;
- Ability to provide sound information, guidance, and recommendations, and serve as an effective liaison to, City officials, the City Manager, department heads, and others;
- Ability to effectively prepare and present clear and concise reports;
- Ability to exercise sound, independent judgment;

- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures, and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to skillfully operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Ability to exercise integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Any combination of training and/or experience which is equivalent to:

- Bachelor's Degree in Finance, Business Administration, or a closely related field; and;
- Four to six years of related experience in financial and business office operations, with at least two years of supervisory experience.

Required Special Qualifications

- May require a valid Class C California State Driver's license.
- Certification(s) specific to functional area of assignment may be required.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and other related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a general office environment.